

## ***JOB ANNOUNCEMENT***

**POSITION:** Probation Officer I  
**STEP RANGE/SALARY:** 40 - 55 / \$13.42 (entry) to \$16.68 (midpoint)  
**LOCATION:** Fourth District Juvenile Court, State Supervision, Orem  
**TYPE OF POSITION:** 1 Part time, no benefits, contingent  
**CLOSING DATE:** December 8, 2003, at 5:00 p.m.

**SEND APPLICATIONS TO:** Elaine Shurtleff, Administrative Assistant  
Fourth District Juvenile Court  
2021 South State  
Provo, UT 84601  
Phone: (801) 354-7215

**TYPICAL DUTIES:** Performs non-judicial case handling of minors referred to the Juvenile Court as follows:

- Reviews police reports or written referrals to Juvenile Court to determine if the facts alleged brings the minor within the Court's jurisdiction.
- Screens out those cases not requiring judicial action and make non-judicial adjustment; arranges voluntary payment of victim restitution; assigns community service hours; determines need for detention.
- Prepares treatment and correctional plans on probationers; provides individual counseling and supervision to the juvenile and the family. Prepares progress reports on probationers for submission to the Court; prepares written and oral reports for Court.
- Modifies levels of supervision; works towards and recommends release from probation.

**REQUIRED QUALIFICATIONS:** Bachelor's degree in the behavioral sciences, criminal justice or related field. The successful applicant will have knowledge of juvenile behavior and counseling, ability to deal with stressful and emotional situations, and to make critical decisions objectively under pressure. Preference will be given to those who are computer literate and have previous experience with juvenile offenders.

**SPECIAL REQUIREMENTS:** Willingness to accept exposure to occasional dangerous or threatening situations. Must be able to work a flexible schedule, including evenings and weekends. Requires frequent home and school visits. **Must possess a valid Utah driver's license and have own transportation. Applicants subject to criminal background check. Include a certified transcript with application**

**APPLICATION INFORMATION:** Applications may be obtained from Dept of Workforce Services, the Administrative Office of the Courts, 450 S State, SLC, the 4<sup>th</sup> District Juvenile Court, or from our website [www.utcourts.gov/admin/jobs](http://www.utcourts.gov/admin/jobs).

*The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.*